

# Post Interview Thank You Note

Ms. Lexington:

Thank you for the opportunity to meet with you this afternoon regarding the marketing coordinator position. The more I learned about your needs, the more eager I became to offer my time and talents toward Abco's success.

The unique contributions I am eager to make in this position are:

- (1) Providing crucial insights and strategies for expanding the content and reach of your Protect the Powerless campaign,
- (2) Representing Abco well and forming collaborative win-win relationships with key community stake holders, and
- (3) Offering a customer-centric strategy to help your clients thrive.

I eagerly welcome the opportunity to discuss these possibilities with you in further detail.

Thank you again for your time and consideration.

Sincerely,

Shandra Marks

# Thank-You Notes: What to Include

Keep your letters short, interesting, and personal.

Options May Include:

- What was discussed during your interview
- Something nice they did that helped you (i.e. travel plans, lunch, advice)
- What you liked most about your interview (i.e. meeting the team, seeing the environment, feeling as a part of the team)
- Why you are interested in working with them
- What impressed you about the organization, interviewer, office